



# **General Terms and Conditions and Award Management Handbook for Recipients of Literature Fellowships**

**Incorporating revisions to Title 2 of the Code of Federal Regulations (2 CFR)  
for all Federal Financial Assistance Awards issued on or after October 1, 2024  
(89 FR 30046 April 22, 2024)**

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The **General Terms and Conditions and Award Management Handbook for Literature Fellowships** (GTCs) provide the administrative requirements for awards from the National Endowment for the Arts (NEA) to individuals. Unless otherwise stated in the Notice of Action document, these awards require no cost share.

The NEA Office of Grants Management (OGM) is the only office authorized on behalf of the NEA Chair to make awards, approve changes, and review and approve payments and reports. While you may have worked with Literary Arts staff on application issues, once an award is made, you will conduct all formal award-related business with OGM. You will use REACH, the NEA's online award management system, throughout the lifecycle of your award.

## 1. AN INTRODUCTION TO LOGIN.GOV & REACH

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You will receive REACH access instructions with the funding offer letter and award notifications for your fellowship grant. You will access REACH via a [Login.gov](#) account. Login.gov is a sign\_in service used by the public to securely access your information on federal government websites. Once you set up a Login.gov account, you can use the same username and password to access multiple government websites, including REACH and Grants.gov.

- You must use a unique-to-you email address for Login.gov (for example, jane.doe@email.com). This must not be an email account that is shared by multiple people. Using a shared email address increases the risk of fraud.
- Login.gov accounts are specific to an individual. Do not share your Login.gov account with other people.
- It is prohibited to use another person's email address and password to access REACH through Login.gov. If you do so, the account holder will lose access to REACH.

You can log into REACH via your own Login.gov account by selecting one of the three (3) options on the REACH homepage at <https://grants.arts.gov/eGMS-Reach/Login.aspx>.

### WHAT CAN I SEE AND DO IN REACH?

Through REACH, you can:

- View official award documents including the funding offer, the official award letter, the official Notice of Action, reporting requirements and deadlines, and other important information.
- Submit payment requests, change/amendment requests, and final report documents and see their related statuses (e.g., under review, approved, denied, needs revision).

If you have a specific question about your award, the best way to contact OGM is via the REACH **Messages** tab within your award. For more general questions, please contact us by email at [grants@arts.gov](mailto:grants@arts.gov). Please provide your award number so the NEA can access your award information quickly. Once you receive your NEA award, do not send award-related questions or documents to any other NEA office as that will delay the review and processing of your request.

You may also go to <https://www.arts.gov/grants/manage-your-award> for access to instructions, forms, and other guidance to help you manage your award.

### AWARD NOTIFICATION

The NEA will notify you of your award via an email directing you to log into REACH to view your award documents. The email's subject line reads: *National Endowment for the Arts: Award Notice XXXXXXXX-XX-YY to RECIPIENT'S NAME*.

**Read your award documents carefully.** You are responsible for understanding and complying with all the legal, financial, and administrative policies and requirements pertaining to your award. Your award documents include:

- **Chair's Award Letter.** This is the official award letter from the NEA Chair or delegate. It may include specific terms regarding your award.
- **Official Notice of Action.** This is the official award document. The Notice of Action contains important information, including:
  - **Type of Action Taken.** This includes the Date of Action and Award Date. The type of action is an award, and the date of action and award date are the same in most cases.
  - **Federal Award ID Number (FAIN).** Your NEA award number for your project.
  - **Award Recipient.** Your legal name as the award recipient.
  - **Period of Performance.** The approved award period indicates the project's start date and end date during which funds are budgeted.
  - **Assistance Listing.** Each award program in the federal government is assigned a specific number. This number reflects the NEA Assistance Listing associated with your award.
  - **Project Description.** A brief description of the project as supported by the NEA.
  - **Grant Program and Office.** The guidelines under which you applied, and the discipline associated with your award.
  - **Award Amounts.** There are three lines here: (1) amount of federal funds obligated by this action, (2) total amount of federal funds obligated, and (3) total amount of the federal award. In most cases, these will all be the same amount. Your award amount = Total Amount of the Federal Award.
  - **Recipient Contacts.** This is you! The official award participant and your assigned roles in REACH.
- **Award Report Schedule.** This document details your award's required final report and its due date.

## 2. YOUR RESPONSIBILITIES

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These GTCs apply to all NEA Literature Fellowship awards. When you accept an NEA award, you assume legal, financial, and administrative responsibility for carrying out your award in accordance with this document, including responsibility for complying with any specific terms applicable to your award.

If you fail to comply with these requirements, the NEA may suspend or terminate your award and recover NEA funding. In addition, the United States has the right to seek judicial enforcement of these obligations. While the NEA may provide you with reminders regarding award requirements, the absence of receiving such notice does not relieve you of your responsibilities.

You must execute your project in accordance with the NEA's enabling legislation that requires "artistic excellence and artistic merit." Projects that are determined to be obscene are without artistic merit and shall not be funded. 20 USC 952(j)-(l); 20 USC 954(d) and (l).

### ACCEPTANCE OF AN NEA AWARD AND COMPLIANCE WITH THE TERMS AND CONDITIONS

Submission of a payment request constitutes your agreement to comply with all the terms and conditions of the award.

### INCOME TAX INFORMATION

The Internal Revenue Service (IRS) considers National Endowment for the Arts grants to individuals as taxable income.

- The NEA does not withhold Social Security, state, or federal income taxes from your award.
- The NEA does not send out Form 1099s or other tax forms.

- You should direct questions regarding the taxability of your award to the IRS, appropriate state or local officials, or your personal tax advisor.

## ACKNOWLEDGMENT OF NEA SUPPORT AND DISCLAIMER

You must prominently acknowledge NEA support in all materials and announcements for your funded project. You can find NEA logos for your use on the Manage Your Award section of the NEA's website at [www.arts.gov/grants/manage-your-award](http://www.arts.gov/grants/manage-your-award).

**For print and online project materials.** A basic requirement is a phrase acknowledging NEA support using the following language: *"This project is supported in part by the National Endowment for the Arts."* You are encouraged to also include *"To find out more about how National Endowment for the Arts grants impact individuals and communities, visit [www.arts.gov](http://www.arts.gov)."*

In addition, you are encouraged to use NEA's current logo whenever possible to accurately indicate that the NEA is currently supporting your project. You may not alter the NEA logo without written permission from the NEA's Office of Public Affairs.

The NEA reserves the right to change the language of the required acknowledgement of NEA support, as well as the right to disallow the use of the NEA's logo and acknowledgement of the NEA's support.

## 3. NATIONAL POLICY AND OTHER LEGAL REQUIREMENTS

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**Labor Assurances.** You must certify that you will comply with the labor standards set out in 29 CFR 505 (Labor Standards on Projects or Productions Assisted by Grants from the National Endowment for the Arts and the National Endowment for the Humanities). You will provide this certification when you submit a payment request form in REACH, which includes the [Assurances as to Labor Standards](#).

**Drug Free Workplace.** You must certify with each payment request that you will comply with the Drug Free Workplace Act. This requires you to certify that:

- You will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any award activity. (For the purposes of this Act, alcohol is not considered a controlled substance.)
- If convicted of a criminal drug offense that is the result of a violation occurring during the conduct of any award activity, you will report the conviction in writing to the NEA OGM at [grants@arts.gov](mailto:grants@arts.gov), within ten (10) calendar days of the conviction.
- See 2 CFR 3256 and 2 CFR 182.300 for more information.

**Lobbying.** You may not conduct political lobbying, as defined in the statutes and regulations listed below, within your NEA-supported award. In addition, you may not use federal funds for lobbying specifically to obtain awards. For definitions and other information on these restrictions, refer to the following:

No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of Congress, a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law, ratification, policy, or appropriation, whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy, or appropriation; but this shall not prevent officers or employees of the United States or of its departments or agencies from communicating to any such Member or official, at his request, or to Congress or such official, through the proper official channels, requests for any legislation, law, ratification, policy, or appropriations which they deem necessary for the

efficient conduct of the public business, or from making any communication whose prohibition by this section might, in the opinion of the Attorney General, violate the Constitution or interfere with the conduct of foreign policy, counter-intelligence, intelligence, or national security activities (18 U.S.C 1913).

Lobbying (§ 200.450) describes the cost of certain influencing activities associated with obtaining grants, contracts, cooperative agreements, or loans as an unallowable project cost. The regulation generally defines lobbying as conduct intended to influence the outcome of elections or to influence elected officials regarding pending legislation, either directly or through specific lobbying appeals to the public.

**Debarment and Suspension.** You may not be debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any federal department or agency, nor have, within the three years preceding the submission of your application, been convicted of or had a civil judgment rendered against you for commission of fraud or a criminal offense in connection with a public (federal, state, or local) transaction or a contract under a public transaction; for violation of federal or state antitrust statutes; for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; had any public transactions terminated for cause or default; or be presently indicted for or otherwise criminally or civilly charged by a governmental entity with any of the preceding offenses. See 2 CFR 3254. **Debarment will result in immediate termination of your award.**

**Equipment and Products.** You are strongly encouraged to purchase American-made equipment in accordance with the "Buy American Act" (41 USC 8301-8305). Equipment is defined as tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$10,000 or more per unit. Before making any purchases over the applicable threshold, you must request written approval from OGM for all equipment purchases not identified in the original application, or as amended.

## 4. TRAVEL

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Travel costs include the transportation, lodging, subsistence, and related items that you incur while conducting activities attributable to work under a federal award. You may charge travel costs directly to your NEA award; however, you must maintain source documentation and ensure the costs are reasonable. In addition, you must adhere to the following requirements.

**Commercial Air Travel** (§ 200.475(e)). Airfare costs, whether domestic or foreign, in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would:

- Require circuitous routing;
- Require travel during unreasonable hours;
- Excessively prolong travel;
- Result in additional costs that would offset the transportation savings; or
- Offer accommodations not reasonably adequate for the traveler's medical needs.

You must justify and document these conditions on a case-by-case basis for the use of first-class or business-class airfare to be allowable in such cases.

**Fly America Act** (41 CFR 301-10.131 through .143) You must follow the provisions of the Fly America Act (49 USC 40118). All air travel and cargo transport services funded by NEA funds or cost share funds must use a U.S. flag air carrier or a foreign airline under an air transport agreement (codeshare agreement) with the United States when these services are available. To comply with Fly America regulations, you must purchase the flight via the U.S. airline's designator and flight number if the flight is shared between a U.S. and a foreign airline.

There are some exceptions to the Fly America Act, see 41 CFR 301-10.135 to 301-10.138. If you do use a foreign airline, you must provide the NEA with a certification, including a justification as to why your travel met one of the exceptions. **Ticket cost, convenience, or traveler preference are not exceptions to the Fly America Act.** The NEA may request additional information if necessary.

**Foreign Travel.** Foreign travel is any travel outside the United States, its territories, and possessions. You must request written approval from OGM before foreign travel is undertaken. Travel to/from countries sanctioned by the [Office of Foreign Assets Control](#) (OFAC) is an unallowable cost. is unallowable.

## 5. REQUESTING AWARD FUNDS

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You will use REACH to submit payment requests for your award funds. The NEA issues the funds via Automated Clearing House (ACH) transfer to the bank account you provided to NEA staff when you accepted your funding offer. The NEA does not automatically send out funds nor do the NEA issue checks. Before submitting a payment request, please read the instructions “Individuals (Literature Fellowships) Instructions for Requesting Payment” on the Manage Your Award section of the NEA website at <https://www.arts.gov/grants/manage-your-award>.

The NEA has partnered with Enterprise Service Center (ESC), a division of the US Department of Transportation’s Federal Aviation Administration (FAA), to process payment requests. If there are questions regarding your payment request, you may receive an email from ESC. ESC’s emails are sent from an [@faa.gov](#) address.

**Changes to your bank information.** If your banking information changes at any time during your award’s period of performance, before you submit a new payment request you must:

- Contact the NEA Literary Arts staff at [LitFellowships@arts.gov](mailto:LitFellowships@arts.gov). They will send you a DocuSign email, with a link to a secure electronic funds transfer (EFT) form where you can enter your new bank account information.
- Also send a REACH message to alert OGM staff that you have submitted updating banking information to the Literary Arts staff.
  - The NEA will hold any pending payments until the bank information has been updated in our financial systems.
  - If you submit a payment request, also add a note in the Progress Report field on the Payment Request Form in REACH to alert OGM that your bank account has changed. **DO NOT INCLUDE THE NEW BANK ACCOUNT NUMBER IN THE PAYMENT REQUEST.**

### SUBMITTING PAYMENT REQUESTS IN REACH

Log into your REACH account and select your award. Go to the award’s **Payments** tab and click the Add Payment Request button to complete the online payment request.

Instructions for completing the form are available by clicking the button **View Payment Request Instructions** at the top of the form. Be sure to read these instructions before completing the form, as they include specific instructions for Literature Fellowship recipients.

**Progress Report.** You must submit a progress report once you request more than two-thirds (2/3) of the award amount. The progress report must include:

- A description of all activities supported by the award that you have completed since the start of your award’s period of performance; and
- Any award-supported activities planned for the remainder of the grant period. This could include research, travel, or other related activities.

**How often can I request funds?** Some recipients request funds in one installment, while others request funds on a monthly, quarterly, or as-needed basis. You may choose the option that is best for you.

**How long does it take to get my funds?** Generally, the NEA will conduct an initial review of your payment request within 30 days of receipt. After the NEA approves your payment, it is routed for processing by ESC and then to the U.S. Treasury to complete the ACH transfer to your bank account.

You can check on the status of your payment request by logging into REACH and selecting your award. Click on the **Payments** tab and scroll down to view the payment request and check the Status/Date field. Approved payments will have “Approved XX/XX/XXXX” in the Status/Date field. Generally, you should receive the funds in your bank account within two weeks after that date.

If it has been more than two weeks since the Status/Date field in REACH indicates that the NEA approved your request and you believe the payment has not been received, you should first contact your bank. Ask them for confirmation of an incoming ACH credit from the U.S. Treasury (not a wire transfer). If your bank has no record of the ACH transfer, email [grants@arts.gov](mailto:grants@arts.gov) and the NEA will investigate further.

**Is there a deadline for requesting funds?** You must request all NEA funds within 120 days after the end date of your award’s period of performance. You may submit a final payment request along with your final report.

**Federal debt.** If you have delinquent federal debt, the NEA cannot release your award funds. You must notify the NEA immediately via REACH if you become aware that you have delinquent federal debt during your award period. Examples of federal debt may include delinquent student loans, delinquent federal taxes, delinquent child support payments, and delinquent payroll taxes for household or other employees. You must provide documentation that you have resolved the debt before the NEA can issue your award funds.

## 6. CHANGES TO YOUR AWARD/AWARD AMENDMENTS

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You must notify OGM of any necessary changes to your award as soon as you become aware of them and before they are implemented. Failure to seek prior approval for changes may result in the need to return funds to the NEA. OGM reviews change requests on a case-by-case basis; approval is not guaranteed.

You must submit change requests through REACH as outlined below. You can discuss potential changes with Literary Arts staff, but only OGM has the authority to formally approve changes. OGM will confer with the Literary Arts staff as necessary during the review process.

**Submitting change requests.** For all change requests, log into your REACH account and select your award. Go to the **Change Requests** tab and click the **Submit a New Request** button.

Select **We Need to Request Changes to this Award**, then follow the instructions provided in REACH. Be sure to enter a detailed explanation and justification for your request. Attach additional documentation if necessary.

### CHANGES REQUIRING PRIOR WRITTEN APPROVAL

- **Changes to your award’s period of performance.** You are responsible for ensuring that all fellowship activities and the use of NEA funds take place within the period of performance stated in your award notification. You must request a time extension if you need more time to complete your fellowship activities.
- **Final report submission extensions.** You must submit your Final Descriptive Report/Financial Report for Literature Fellowships and your final payment request (if applicable) within 120 days after the period of performance end date stated in your Notice of Action award document (or as amended). If you are unable to do so, you must request an extension to file your final report.
- **Translation projects only.** Translation fellowship recipients must not change their translation project without prior NEA approval. Therefore, you must provide a detailed justification for any changes to your approved translation project. You must also have secured any rights necessary to translate the proposed



new work(s). If written permission from the copyright holder is in a foreign language, you must provide an English translation.

- **Foreign travel.** You must request approval of all foreign travel before travel is undertaken. See section 5. **Travel** for more information.
- **Equipment purchases over the \$10,000 threshold limit.** See section 3. **National Policy and Other Legal Requirements** for more information.

## 7. REPORTING, RECORD RETENTION, AND ACCESS

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### REQUIRED REPORTS

Refer to the **Report Schedule** document in REACH for your required reports and their due dates. The NEA reserves the right to request additional information at any time.

**Payment Progress Report.** You must submit a progress report with your payment request the first time the cumulative amount of NEA funds requested exceeds two-thirds of the grant amount. The Payment Request Form in REACH has a field to enter the progress report. See the **Submitting payment requests in REACH** section above for what is required in a progress report.

**Final Report.** You must submit a Final Descriptive Report/Financial Report for Literature Fellowships no later than 120 days after the period of performance end date. Submit the final report through REACH by logging into your account and selecting the correct award. Go to the **Forms and Reports** tab to submit your report. Click on the **pen icon** next to the report's name to open the report's window. Follow the instructions for completing and submitting the report.

- Failure to submit the required Final Descriptive Report/Financial Report for Literature Fellowships within 150 days from the period of performance end date will result in the withdrawal of any funds remaining on that award. The funds will no longer be available to you.
- If you do not submit the required final report for your award, you will be ineligible to receive subsequent NEA funding for five years following the final report due date or until you submit the delinquent final report, whichever occurs first. Acceptability of your final report may also affect your future eligibility.

### RECORD RETENTION

You must retain financial records, supporting documents, and all other records pertinent to your federal award for a period of three (3) years from the date of submission of the Final Descriptive Report/Financial Report for Literature Fellowships. Exceptions to this three-year period include if litigation, claim, or audit is started before the expiration of the three-year period, or if the NEA notifies you in writing to extend the retention period.

### ACCESS TO FEDERAL AWARD INFORMATION

**Recipient records.** The NEA, Inspectors General, the Comptroller General of the United States, or any of their authorized representatives must have the right of access to any of your records pertinent to the federal award to perform audits or for any other official use.

**Restrictions on public access to records.** The NEA may not place restrictions on you that limit public access to your records pertinent to an NEA award, except for protected personally identifiable information (PII) or other sensitive information when NEA can demonstrate that such records will be kept confidential and would have been exempted from disclosure pursuant to the Freedom of Information Act (5 U.S.C. 552) or controlled unclassified information pursuant to Executive Order 13556 if the records had belonged to the NEA.

**Freedom of Information Act (FOIA).** The Freedom of Information Act does not apply to records that remain under your control except as required by § 200.315 (Intangible Property). Unless required by federal, state,

local, or tribal law, you are not required to permit public access to your records. Records you provide to the NEA generally will be subject to FOIA and applicable exemptions.

**Disclosure notice.** The NEA may share a copy of awarded grant applications and/or related materials submitted to the NEA by applicants, with the public or other third parties where required or permitted by law (§ 200.339-.343).

## 8. COPYRIGHT AND CATALOGING INFORMATION

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**Copyright.** You may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under the NEA award during the period of performance. For procedural information, see [www.copyright.gov](http://www.copyright.gov).

The NEA reserves a royalty-free, non-exclusive, and irrevocable right to reproduce, publish, or otherwise use such work for federal government purposes. The NEA also has the right to authorize others to do the same. The NEA further reserves a royalty-free, non-exclusive, and irrevocable right to reproduce, publish or otherwise use data produced under a federal award for federal government purposes.

**Library of Congress Cataloging in Publication data.** The NEA recommends that any publication that results from this award be cataloged by the Cataloging in Publication (CIP) Program of the Library of Congress before final printing. This method of cataloging enables libraries to acquire and process books quickly. Publishers ineligible for this program may be eligible for the Library's Preassigned Card Number Program. Entering these titles in a national bibliographic database leads to greater dissemination of publications, thereby benefiting the recipient. For procedural information, see [www.loc.gov/publish/cip](http://www.loc.gov/publish/cip).

## 9. QUESTIONS?

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If you have questions regarding administrative or technical requirements for this award, go to REACH and use the **Messages** tab within My Award or contact OGM at [grants@arts.gov](mailto:grants@arts.gov).

## 10. ACCESSIBILITY RESOURCES

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**Individuals who are deaf or hard-of-hearing:** Contact OGM at [grants@arts.gov](mailto:grants@arts.gov) for assistance.

**Individuals who do not use conventional print or electronic media:** Contact the Office for Accessibility at [accessibility@arts.gov](mailto:accessibility@arts.gov) for assistance.

**Individuals with limited English proficiency:** Contact the Office of Civil Rights at [civilrights@arts.gov](mailto:civilrights@arts.gov) for assistance.